

**CITY OF ROSLYN**  
**Kittitas County, Washington**  
**January 1, 1990 Through December 31, 1991**

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**Schedule Of Findings**

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1. The City Of Roslyn Should Prepare Accurate Annual Reports

The audit of the city's annual report for 1991 and 1990 revealed that the following statements and schedules contained inaccurate or misclassified amounts, or were incomplete in their preparation:

Statement C-4	Fund Resources and Uses Arising From Cash Transactions (Detailed)
Statement C-5	Fund Resources and Uses Arising From Cash Transactions (Summarized)
Schedule F-3	Notes to Financial Statements
Schedule 04	Detail of Revenues and Other Sources
Schedule 05	Detail of Expenditures and Other Uses
Schedule 07	Schedule of Warrant Activity
Schedule 08	Schedule of Real and Personal Property Taxes
Schedule 09	Schedule of Long-Term Debt
Schedule 11	Schedule of Cash Activity
Schedule 12	Schedule of Investment Activity
Schedule 16	Schedule of Financial Assistance
Schedule 18	Schedule of Criminal Justice Expenditures

The financial statements included in this report have been corrected.

Under the authority of *Revised Code of Washington* (RCW) 43.09.200, the Office of State Auditor has developed the *Budgeting, Accounting and Reporting System* (BARS) manual as a uniform system of accounting for cities which requires that accounts be exhibited in a true and accurate manner.

The city's annual reports were not prepared in accordance with BARS because the individual who prepared them was not adequately familiar with the requirements of the system.

Inaccurate preparation of financial reports results in inadequate disclosure of the city's financial activities to the city council and the public, and increases audit costs.

We recommend that city officials take the necessary steps to ensure that future annual reports are prepared in accordance with BARS requirements. In doing so, city officials should consider the following:

- a. Obtain additional training in use of the BARS manual and the reporting requirements for personnel responsible for the annual report.
- b. Obtain technical assistance in the preparation of financial statements as needed.
- c. Perform a conscientious technical review of the annual report prior to its issuance.

2. The Duties Of The City Of Roslyn's Clerk And Treasurer Should Be Performed In Accordance With Applicable Statutes

In April 1990, Margaret Heide, the city treasurer, was appointed city clerk. During this same time period Maria (Enrico) Fisher was appointed as the city treasurer. To this date, Ms. Heide has not relinquished her duties, as treasurer, to her successor.

Ms. Heide stated that the position transition has not occurred due to the time she feels is required to train an incumbent to the treasurer's position.

*Revised Code of Washington* (RCW) 35.24.120 outlines those duties to be performed by the city clerk, and RCW 35.24.130 outlines those duties to be performed by the city treasurer.

Appropriate city accounting and record keeping functions are not being achieved due to the lack of adherence to defined position duties. This has resulted in several deficiencies and errors in the accounting records and various reports.

We recommend city officials ensure that the city treasurer and city clerk positions are performed in accordance with applicable statutes.

3. The City Of Roslyn Should Adopt A Formal Drug-Free Workplace Policy

At the onset of our audit, it was noted that the city had not adopted a formal drug-free workplace policy. City officials believed an appropriate policy had been adopted, however, the policy adopted did not contain all the required federal elements.

Federal regulations require that all entities receiving federal financial assistance must certify that they will provide a drug-free workplace to their employees. This certification must include the following requirements:

- a. Approving a policy and notifying employees that the unlawful drug related activities is prohibited in the workplace and specifying the actions that will be taken against the employees for violations.
- b. Establishing an ongoing drug-free awareness program.
- c. Each employee must be provided with a copy of the drug-free workplace policy.
- d. The policy must indicate that the employee must notify the city in writing of any criminal drug convictions.
- e. The city should notify the federal agency of convictions of employees.
- f. For any employee convicted, taking appropriate personnel action or requiring the

employee to participate in a drug abuse assistance or rehabilitation program.

Without a formal drug-free workplace policy, the city was not in compliance with federal regulations, a condition which could adversely effect the opportunity for future federal funding.

Prior to the completion of our audit the city had formally adopted a drug-free workplace policy and is now in compliance with federal regulations.

We recommend the city continue to adhere to federal, grant related, requirements.